



U.S. Department of Justice

*United States Attorney
District of Hawaii*

*PJJK Federal Building
300 Ala Moana Blvd., Room 6-100
Honolulu, Hawaii 96850*

*(808) 541-2850
FAX (808) 541-2958*

VOLUNTEER / INTERNSHIP / EXTERNSHIP SUMMER 2011

Employer: Department of Justice
United States Attorney's Office, District of Hawaii
300 Ala Moana Blvd., Room 6-100
Honolulu, Hawaii 98650
Contact: Human Resources
E-mail Address: usahi.employment@usdoj.gov
Website: www.usdoj.gov/oarm and/or
<http://www.justice.gov/usao/hi/>

Vacancy Number: 11-HI-LC-01
Contact method: Mail cover letter, resume, transcript and writing sample.
Hours: Full Time, 11 weeks minimum
Student Status: 1L (see below), 2L & 3L
Salary: Volunteer intern/extern positions only.
Positions: (6) six or more

Description of Law Clerk Employment:

The Office of the United States Attorney for the District of Hawaii is responsible for the prosecution of all federal crimes in Hawaii. The office also represents the United States and its departments and agencies in civil proceedings filed in the U.S. District and Magistrate court.

In an effort to provide first-year (second semester), second-year, and third-year law students with an opportunity to gain exposure to the Federal prosecution system, the United States Attorney Office, District of Hawaii is accepting applications for volunteer and extern/intern positions in Hawaii for summer 2011. Because of unavailability of funds, we do not have paid or work-study positions available. We also do not provide for relocation expenses.

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First-year, first-semester law students can apply for legal intern positions after December 1. The Department follows the National Association for Law Placement (NALP) guidelines which prohibit employer contact with first-year (first-semester) law students prior to that date.

Volunteer law clerks assist in the prosecution and defense of both criminal and civil cases in the District Court, Magistrate Court and the Court of Appeals. Interns/Externs can expect to research and write motions in pending cases; to research legal issues for indictments and investigations; to assemble exhibits for trial, or observe hearings and trials of cases on which they working or in which they are interested. Interns/Externs are required to work at least 11 weeks during the summer.

Interested students should send their resume, school transcript and writing sample directly to the above address no earlier than November 2010 and no later than Friday, December 31, 2010. They may call our office at (808) 541-2850 or e-mail usahi.employment@usdoj.gov for more information. Applications post-marked after 12/31/10, sent electronically or through facsimile will not be accepted.

The long lead time is necessary because the acceptance of a student will be subject to their successful completion of a background investigation. Thus, to be considered for the volunteer law clerk position, required forms for the background investigation will be forwarded to the student after receipt of their application. Applicants must be United States citizens.

Selection will be based on applications and completion of the required forms for the background investigation. Interviews will not be conducted. Except where otherwise provided by law, applicants will receive consideration without regard to color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism. We are an EEO employer.